



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## UNEMPLOYMENT INSURANCE APPEALS REF III

Job Number: 20000893

Job Code: 37380V000101

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 10/01/1991

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Reviews cases appealed to the Unemployment Insurance Appeals Commission to determine correctness of the decision and makes written recommendations to the Unemployment Insurance Commission or serves as advisor to the unemployment insurance appeals branch manager and unemployment insurance director as to interpretation of law and policies on difficult issues; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of professional experience in the conduct of unemployment insurance benefit or tax appeal hearings.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study from an accredited law school will substitute for the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Professional experience in unemployment insurance, labor relations, industrial relations, law, insurance claims adjustment, public administration, or a related field will substitute for the required college education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews the decision of Unemployment Insurance Appeals Referees I and Appeals Referees II. Advises Unemployment Insurance Commissioners, or unemployment insurance appeals branch manager, regarding correctness of decisions. Does legal research as necessary, and assists in maintaining research material of the Commission's administrative offices. Assists Kentucky Unemployment Insurance Commission in developing and enforcing its policies. Interprets and applies law relating to unemployment insurance matters and the policies, procedures and administrative regulations of the Kentucky Unemployment Insurance Commission. This may include laws and regulations not directly related to Unemployment Insurance (labor, contract, etc.). Conducts hearings in cases involving employer tax status and liability for payment of Unemployment Insurance taxes. Does necessary legal research. Recommends and prepares proposed order, and prepares final orders of the Kentucky Unemployment Insurance Commission. Responds to inquiries (in person, telephone and written) on claims and policy from claimants, employers, attorneys and other interested parties. Advises departmental personnel as necessary. Maintains current knowledge of laws, regulations, court decisions, and policies relating to Unemployment Insurance and related programs and of court decisions in other jurisdictions. Selects and prepares Commission Orders and Court Decisions which establish or change policy for inclusion in the Unemployment Insurance Precedent Manual. This manual controls policy for the entire Unemployment Insurance adjudicative process (decisions made by Division of Unemployment Insurance, Unemployment Insurance Appeals Branch, and the Kentucky Unemployment Insurance Commission). Advises Division of Unemployment Insurance on policy and procedure involving new or difficult issues. Conducts federal and state evaluations, trains and supervises Unemployment Insurance Appeals Referees I and Unemployment Insurance Appeals Referees II.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*